

# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, January 21, 1964

A. Meeting called to order by Chairman Herr at 7:30 P.M.

B. Roll Call: Present—Commissioners Herr, McRae, Reilly, Wilkinson and Neller—5.

Absent—Commissioners King, Dudley and Kamins—3.

C. Minutes of December 17, 1963, meeting approved.

### D. Report of Committees:

1. Building and Properties, Operating and Policy—Commissioner McRae expressed interest in a plan presented to him for air-conditioning the building. It was unanimously agreed that he and his Committee further study the plan with the assistance of technical advice.

2. Parking—Commissioner Reilly presented members with copies of a parking lot study compiled by him. Chairman Herr suggested the Board take some action on recommendations at the next meeting.

3. Personnel and Salaries—No Report.

4. Purchasing—No report.

5. Veterans—Chairman Wilkinson reported that a meeting of the Veterans Council on January 29 would be attended by the Building and Properties, Operating and Policy Committee of the Civic Center and members of the Building and Properties Committee of the City Council.

6. Ways and Means—No report.

### E. Unfinished Business:

1. Chairman Herr commented on building brochures he had received from various cities. Manager Baer was instructed to include a request for funds in the 1964-65 budget for printing of brochure.

2. A discussion of re-keying the building took place with Manager Baer being advised to re-negotiate with qualified parties for bids.

3. Manager Baer was asked to arrange a meeting with catering firms and Board

members as soon as possible. Also to provide suitable forms for reporting events for approval.

### F. New Business:

1. It was moved by Commissioner Neller and supported by Commissioner McRae that in as much as the MSU Accounting Department had written off their records a bill of \$700.00 for bleachers rented for a Rodeo staged in the Civic Center Parking Lot, that it be proper that the Civic Center Board also cancel a bill due from the MSU Varsity Club for rent of the Auditorium amounting to \$307.50; and that a note of thanks go to MSU for this consideration.

Carried.

2. The proposed 1964-65 budget was explained by Manager Baer. A motion by Commissioner McRae and supported by Commissioner Neller that the realistic 1964-65 budget as presented by Manager Baer be approved unanimously by the Board and be presented to the Mayor was Carried.

### G. Manager's Report:

1. Budget balance sheet, operating statement and rental report for November was presented.

2. Manager Baer commented on status of Campbell Catering, Inc.

3. A proposed outside storage shed was commented on by Manager Baer.

4. Three large catering functions involving 6000 meals during one week were described by Manager Baer.

### H. Announcements:

1. Next meeting Tuesday, February 18, 1964 at 7:30 p.m.

I. Meeting adjourned at 10:00 p.m.

RUSSELL VERPLANCK,  
Recording Secretary.

B/C

# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, February 18, 1964

A. Meeting called to order by Chairman Herr at 7:30 p.m.

B. Roll Call: Present—Commissioners Herr, Wilkinson, McRae, Neller, King and Reilly.

Absent — Commissioners Dudley and Kamins.

C. Minutes of January 21, 1964, meeting approved.

D. Report of Committees:

1. Building and Properties Operating and Policy—

Commissioner Wilkinson reported on a study he and Commissioner McRae made relative to a cooling system for the Civic Center with the use of water.

A motion by Commissioner King and supported by Commissioner Neller that the Board take steps to expedite this project was CARRIED.

2. Parking—

Commissioner Reilly reported on tentative plans for alterations to Allegan St. for state office building complex which could greatly affect access to Civic Center parking lot. Commissioner Herr urged all board members to attend a meeting February 21 at 8:30 a.m. at Mayor Bowerman's office to see plans and hear discussion of matter.

3. Personnel and Salaries—

No report.

4. Purchasing—

No report.

5. Veterans—

Chairman Wilkinson commented on recent meeting with Veterans Council relative to elevator location.

6. Ways and Means—

Chairman Neller advised Board of his letter to City Council as per their request for suggested changes in City Charter. Civic Center Board asks to be given charter status as a permanent body under the City Charter.

E. Unfinished Business:

1. Chairman Herr stated he was still studying brochures of various buildings.

2. It was moved by Commissioner Neller and supported by Commissioner Wilkinson that Manager Baer be authorized to complete arrangements for re-keying building.

CARRIED.

F. New business:

G. Manager's Report:

1. Budget balance sheets, operating statements and rental reports for December and January were presented.

H. Announcements:

1. Next meeting Tuesday, March 17, 1964.

I. Meeting adjourned at 9:00 p.m.

RUSSELL VerPLANCK,  
Recording Secretary.



# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, April 21, 1964

A. Meeting called to order by Chairman Herr at 7:30 p.m.

B. Roll Call: Present—Commissioners Herr, Dudley, King, Reilly, McRae, Neller, and Wilkinson—7.

Absent—Commissioner Kamins—1.

Also in attendance were the following Civic Center employees—Brooks, Adair, Adams, Clark, Cole, Daman, Lance, Lutz, Maffet, Muir, Taylor, Theodorski and Williams—who wished to be heard relative to a possible reclassification and salary increase.

C. Minutes of February 18, 1964, meeting approved.

### D. Report of Committees:

1. Building and Properties Operating and Policy—Committee reported that letters were sent to the Mayor and City Council requesting that \$55,000.00 be included in the 1964-65 Budget request for installation of equipment to air-cool the Main Auditorium and Exhibit Hall of the Civic Center. It was suggested that all Board members personally urge the Mayor and City Council to consider the request.

2. Parking—Commissioner Reilly asked the Board to try and reach a decision at the next meeting relative to his suggestion to raise parking fees.

3. Personnel and Salaries—Chairman Herr requested the Ways and Means Committee to join with the Personnel Committee in meeting with the City Personnel Director Bodwin and Personnel Committee of the City Council relative to employees request for salary increase. A report to

the Board at its next meeting was asked for by Chairman Herr. A letter to this Committee from Maintenance Man Robert Donley was tabled until next meeting upon a motion by Commissioner Neller and supported by Commissioner Reilly and unanimously CARRIED.

4. Purchasing—No Report.

5. Veterans—No report.

6. Ways and Means—No report.

### E. Unfinished Business:

1. Chairman Herr presented the Board with a rough draft of the proposed new building brochure.

### F. New Business:

### G. Manager's Report:

1. Operating statements, budget balance sheets and rental reports for February and March were presented.

### H. Announcements:

1. Next meeting Tuesday, May 19, 1964.

I. Meeting Adjourned 10:15 p.m.

RUSELL VERPLANCK,  
Recording Secretary.

F/C

# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, May 19, 1964

Lansing, Michigan

May 19, 1964

A. Meeting called to order by Chairman Herr at 7:30 p.m.

B. Roll Call: Present: Commissioners Herr, Wilkinson, McRee, Reilly, Neller and Kamins—6.

Absent: Commissioners King and Dudley —2.

C. Minutes of April 21, 1964, meeting approved.

### D. Report of Committees:

1. Building and Properties Operating and Policy—Following a discussion on the proposed Air-Cooling system for the Main Auditorium section, it was suggested that Commissioner McRae consult with Board of Water and Light Officials in regard to drawing up specifications, etc.

2. Parking—A motion by Commissioner McRae and supported by Commissioner Kamins that the Civic Center Board request permission of the City Council to raise parking fees in the Civic Center Parking Lot to 50 cents for DAY TIME parking, Monday through Friday of the week and leaving the present rate of 25 cents for parking on Saturdays, Sundays, Holidays and evenings after six o'clock, and that 30 days notice of rate changes be posted prior to effective date was CARRIED.

3. Personnel and Salaries—In the absence of Chairman King, Commissioner Neller commented on meeting with Personnel Director Bodwin to discuss employee classifications. The Board suggested that Manager Baer try to obtain notices of job openings available in other City departments and post on employees bulletin board.

Also, it was suggested that new employees be issued a copy of written job specifications for their classification.

4. Purchasing—No report.

5. Veterans—No report.

6. Ways and Means—No report.

### E. Unfinished business:

1. Chairman Herr stated that satisfactory progress was being made on the new Building Brochure with assistance from Commissioner Dudley.

2. Unpaid balance of bill owed by Circle Players was discussed.

### F. New business:

1. Manager Baer explained need for repairs to "Coming Attractions" board. A motion by Commissioner Neller, supported by Commissioner Reilly, that the Building and Properties Committee investigate needed repairs and be given authority to act on same was CARRIED.

2. A claim for damages to a package left in check room during Michigan Credit Union League Convention and the method of handling payment suggested by City Attorney Reisig was approved.

3. A motion by Commissioner Neller and supported by Commissioner Reilly that Manager Baer and Assistant Manager Verplanck be granted permission to attend I.A.A.M. Convention at Miami Beach, July 28-31, 1964 was CARRIED.

4. A discussion involving some personnel changes in housekeeping staff resulted in the matter being tabled until next meeting.

5. Manager Baer explained request for exclusive rental arrangements on certain type attractions submitted by out of town promotor.

G. Manager's report:

1. Operating statement, budget balance sheet and rental report for April were presented.

2. Correspondence was acknowledged by Manager Baer.

3. Repairs to parking lot were explained by Manager Baer with Commissioner Reilly asked to render any assistance.

H. Announcements:

1. Next meeting Tuesday, June 16, 1964 at 7:30 p.m.

Secretary.

RUSSELL VERPLANCK,  
Recording Secretary.



# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, June 16, 1964

A. Meeting called to order by Chairman Herr at 7:30 P.M.

B. Roll Call: Present—Commissioners Herr, Reilly, King, Wilkinson, Dudley and Kamins—6.

Absent—Commissioners McRae and Neller—2.

C. Minutes of May 19, 1964 meeting approved.

### D. Report of Committees:

1. Building and Properties, Operating and Policy—It was announced that Committee Chairman McRae planned to submit a report on the air-cooling project at the next board meeting.

2. Parking—Commissioner Reilly remarked that the resolution providing for the increase in parking lot rates requested by the Board would be on the City Council Agenda Monday, June 22.

3. Personnel and Salaries—Commissioner King reported on the meeting between this committee and Personnel Director Dan Bodwin relative to a job study of Civic Center employee duties. The report indicated that custodial wages here are comparable with other City departments and similar jobs in related buildings. Civic Center employee George Taylor represented the employees for this portion of the meeting.

4. Purchasing—No report.

5. Veterans—No report.

6. Ways and Means—No Report.

### E. Unfinished Business:

1. A motion by Commissioner King and supported by Commissioner Reilly that a

resolution requesting that the City Council approve the encumbering of Three Thousand Dollars (\$3,000.00) from 1-A-7 account of the 1963-64 Budget to pay for extensive repairs to the "Outdoor Coming Attraction" sign board as bids for this work may not be approved before the fiscal year is completed was CARRIED.

2. A motion by Commissioner King and supported by Commissioner Kamins approving changes in Office Building housekeeping department as recommended by Manager Baer was CARRIED.

3. Board members expressed enthusiasm over the draft copy of the new Building Brochure as presented by Commissioner Dudley.

### F. New Business:

1. Commissioner Dudley suggested that the Board consider improvements to building equipment such as lecterns, podiums, more comfortable chairs and similar services.

### G. Manager's Report:

1. Operating statement, budget balance sheet and rental report for April were presented.

### H. Announcements:

1. Next meeting Tuesday, July 21, 1964 at 7:30 P.M.

I. Meeting adjourned at 9:30 P.M.

RUSSELL VERPLANCK,  
Recording Secretary.

C/S

# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, July 21, 1964

A. Meeting called to order by Vice-Chairman McRae at 7:30 p.m.

B. Roll Call: Present: Commissioners McRae, Neller, King, Reilly and Dudley—5.

Absent: Commissioner Herr and Duncan—2.

C. Minutes of June 16, 1964, meeting approved.

### D. Report of Committees:

1. Building and Properties, Operating and Policy—It was unanimously agreed that the services of an air-conditioning engineer be obtained to assist in drawing up specifications for Main Auditorium cooling system.

2. Parking—A motion by Commissioner Neller and supported by Commissioner Dudley that new parking rates be effective first week of September, providing mechanical equipment is in readiness, and that proper notification of change be posted a reasonable period in advance was Carried.

3. Personnel and Salaries—No report by Committee. Manager Baer read copies of communications from Civic Center employees to Personnel Director Daniel Bodwin, also from Mr. Bodwin to Councilman Don Potter relative to request for salary increase by Civic Center Employees. Manager Baer explained proposed job evaluation to be conducted by Internal Auditing Department of City.

4. Purchasing—Manager Baer informed Board that bids had been let for sanding and sealing of Main Auditorium floor and painting Main Auditorium ceiling. Also that repairs to attraction sign would be completed this summer.

5. Veterans—No report.

6. Ways and Means—No report.

### E. Unfinished business:

1. Board suggested Manager Baer obtain necessary descriptions, prices and possibly

samples of chairs to be considered for purchase during present fiscal year. Manager Baer informed Board new podiums were being constructed by Maintenance Department.

2. Employees letter—Covered under Committee Reports.

### F. New Business:

1. (a) A motion by Commissioner Reilly and supported by Commissioner Neller that a unanimous ballot be cast for Commissioner McRae as Chairman of the Civic Center Board for the fiscal year of 1964-65 was Carried.

(b) Commissioner Reilly was elected as Vice-Chairman for 1964-65.

(c) Commissioner Neller named as Secretary for 1964-65.

2. A motion by Commissioner Reilly and supported by Commissioner Neller that the Civic Center Board express to retiring members Ernest L. Kamins and William J. Wilkinson their sincere thanks and appreciation for their services as members of the Civic Center Board was Carried.

### G. Manager's Report:

1. Operating statement, budget balance sheet and rental report for June were presented.

2. Report on bids covered under Committee Reports.

### H. Announcements:

1. Next meeting Tuesday, August 25, 1964 at 7:30 P.M.

I. Meeting adjourned at 9:00 PM.

RUSSELL VER PLANCK,  
Recording Secretary.



# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, August 25, 1964

A. Meeting Called to order by Chairman McRae at 7:30 p.m.

B. Roll Call: Present: Commissioners McRae, Clark, Herr, Neller and Duncan—5.

Absent: Commissioners Reilly, King and Dudley—3.

C. Minutes of July 21, 1964, Meeting approved.

### D. Report of Committees:

1. Building and Properties Operating and Policy—Chairman McRae briefly reviewed plans to air-cool Main Auditorium and Exhibit Hall areas for benefit of new members of the Board. A letter from Kenneth C. Black Associates relative to the project was read. A motion by Commissioner Herr and supported by Commissioner Neller that a letter be sent to the City Council requesting that the firm of Kenneth C. Black Associates be retained to provide services as outlined in their proposal was carried.
2. Parking—It was announced that bids were being advertised for the repaving of the east one-half portion of the parking lot.
3. Personnel and Salaries—A copy of a letter dated August 4 to Personnel Director Daniel Bodwin by Civic Center employees was read.
4. Purchasing—No report.
5. Veterans—A motion by Commissioner Neller and supported by Commissioner Duncan that a letter be sent to City Council requesting that the firm of Frank and Stein be authorized to proceed with plans and specifications for proposed lobby elevator was carried.
6. Ways and Means—No report.

### E. Unfinished business:

1. Manager Baer stated that he expected to be able to show board members some

samples of chairs to be considered for use in the Small Auditorium in the near future.

### F. New Business:

1. Chairman McRae announced the following Committee assignments for the fiscal year of 1964-65.

(a) Building and Properties Operating and Policy—Commissioners Dudley, Herr and Neller.

(b) Parking—Commissioners Reilly and Duncan

(c) Personnel and Salaries—Commissioners King and Clark

(d) Veterans—Commissioners Reilly and Duncan

(e) Ways and Means—Commissioners Neller and Clark

First named member of Committee to serve as Chairman of Committee. It was also unanimously decided that there was no further need of a Purchasing Committee.

### G. Manager Report:

1. Operating statement, budget balance sheet and rental report for July were presented.
2. Manager Baer commented on various repair and improvement projects being carried out during the summer and took Board members on tour of related areas.

### H. Announcements:

1. Next meeting Tuesday, September 22, 1964, at 7:30 p.m.

I. Meeting adjourned at 9:00 p.m.

RUSSELL VERPLANCK,  
Recording Secretary.

B



# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, September 22, 1964

Minutes of Regular meeting of Civic Center Board Tuesday, September 22, 1964.

A. Meeting called to order by Chairman McRae at 7:30 p.m.

### B. Roll Call:

Present: Commissioners McRae, Reilly, Neller, Clark, Herr and Duncan—6.

Absent: Commissioners Dudley and King—2.

C. Minutes of August 25, 1964, meeting approved after a correction in committee assignments whereby Commissioner Herr replaces Commissioner Dudley as Chairman of Building and Properties, Operating and Policy Committee.

### D. Report of Committees:

1. Building and Properties, Operating and Policy—It was reported that Kenneth C. Black Associates had been authorized to provide architectural and engineering services in connection with Air-Cooling project.

2. Parking—Bid of Haskins and Son was accepted by Purchasing Dept. for paving of east half of Parking Lot. Weekend of October 3-4 set for completion.

A letter from committee of State employees objecting to raise in parking rates was read.

3. Personnel and Salaries—A letter from Personnel Committee of City Council per-

taining to Civic Center employees grievance was read.

4. Veterans—No report.

5. Ways and Means—No report.

### E. Unfinished Business:

1. The Board members examined several samples of chairs but deferred any recommendations until next meeting.

### F. New Business:

1. It was unanimously agreed that a change in hot dog purveyors allowing a reduction in price from 30 cents to 25 cents should be put into effect immediately.

### G. Manager's Report:

1. Manager Bear read letter from business agent of Stagehands Union regarding new rate scale.

2. Operating statement, budget balance sheet and rental report for August were presented.

### H. Announcements:

1. Next meeting Tuesday, October 20, 1964 at 7:30 P.M.

I. Meeting adjourned at 9:30 P.M.

RUSSELL VERPLANCK,  
Recording Secretary.

# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, October 20, 1964

A. Meeting called to order by Chairman McRae at 7:30 p.m.

B. Roll Call:

Present: Commissioners McRae, Reilly, Herr, Dudley, King and Neller—6

Absent: Commissioners Duncan and Clark—2.

C. Minutes of September 22, 1964, meeting approved.

D. Report of Committees:

1. Building and Properties, Operating and Policy—Commissioner Herr reported that new building brochure was expected to go to printers very soon.

2. Parking—Commissioner Reilly informed Board that blacktopping of east half of Parking Lot had been completed.

3. Personnel and Salaries—Denial of merit salary increase for Manager Baer was discussed.

4. Veterans—No report.

5. Ways and Means—Commissioner Neller advised Board he was working on Capital Improvement report.

E. Unfinished Business:

1. A motion by Commissioner Dudley, supported by Commissioner Reilly that Manager Baer take steps to obtain specifications for bidders on a quantity of upholstered, steel frame chairs was CARRIED.

F. New Business:

1. The Board reaffirmed its previous stand of favoring the Main Lobby as the most logical and best location for a passenger elevator to service the basement area.

G. Manager's Report:

i. Operating statement, budget balance sheet and rental report for September were presented.

H. Announcements:

1. Next meeting, Tuesday, November 24, 1964, at 7:30 p.m.

I. Meeting adjourned at 9:00 p.m.

RUSSELL VerPLANCK,  
Recording Secretary.

B



# OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

## Proceedings, December 15, 1964

A. Meeting called to order by Chairman McRae at 7:30 p.m.

B. Roll Call: Present—Commissioners McRae, Herr, Carr, Duncan and King—5. (Commissioner Carr attending first meeting.)

Absent: Commissioners Dudley, Neller and Reilly—3.

C. Minutes of October 20, 1964, meeting approved.

### D. Report of Committees:

1. Building and Properties Operating and Policy—No Report.

2. Parking—No report. Manager Baer commented on parking lot revenue.

3. Personnel and Salaries—Manager Baer remarked that 1965-66 budget would include requests for reclassification for some employees.

4. Veterans—No Report.

5. Ways and Means—No Report.

### E. Unfinished Business:

### F. New Business:

1. A motion by Commissioner King, supported by Commissioner Duncan, that the request of the Capitol Park Motor Hotel

for catering privileges at the Civic Center was approved subject to necessary insurance and bonding coverage.

2. A motion by Commissioner Herr and supported by Commissioner King denying a request of Post 6132 VFW for a reduced rate of \$200.00 to stage boxing shows in the Main Auditorium, but with a possibility of being reconsidered at a later date, was approved.

3. A motion by Commissioner King, supported by Commissioner Herr, granting permission for a display of Art Work by the U. S. Navy at the Civic Center was approved.

4. Items to be requested in the 1965-66 budget were discussed with emphasis placed on the need for Air-Conditioning in the office building section.

### G. Manager's Report:

1. Operating statements, budget balance sheets and rental reports for October and November were presented.

### H. Announcements:

1. Next meeting, Tuesday, January 19, 1965, at 7:30 p.m.

### I. Meeting adjourned at 9:00 p.m.

RUSSELL VERPLANCK,  
Recording Secretary.